

FORM 490 2-62
MFG. 4-62
USE PREVIOUS
EDITIONS

RECORDS CENTER
SERVICE REQUEST

(38)

INSTRUCTIONS: REQUESTER-1. COMPLETE REQUEST.
2. RETAIN LAST COPY FOR SUSPENSE. 3. SEND REST
OF REST TO RECORDS CENTER. 4. UPON RECEIPT OF
MATERIAL SEND TO SUSPENSE OFF.

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FROM:

RECORDS CENTER

NO.

DATE

BOX NO.

JOB NO.

DATE

ACTION REQUESTED

LOAN

PER. RET.

INFORMATION

NAME OF REQUESTER

TO:

OFFICE

TEL. EXT.

LOG DATA:

FOR RECORD CENTER USE

SERVED BY

SPACE NO.

POSTED

NUMBER SENT

NOTIFIED

INT. DOC.

INF. RPT.

ADM. ISS.

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